

PROCUREMENT CLERK

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs responsible skilled clerical work involving the procurement of supplies, material and equipment and the preparation and maintenance of related documents, files and records; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Initiating and coordinating purchase of equipment, supplies, materials and contractual services; entering data into computer; monitoring inventory; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Initiates/coordinates purchase of various good/services; ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures.
- Processes requests for purchase orders; reviews for completeness and accuracy of information; researches vendors and price options; verifies/assigns appropriate accounting codes and verifies availability of funds for each item; obtains appropriate managerial signature; processes edits, voids, errors, corrections, or other changes to purchase orders.
- Assigns/issues purchase order numbers; encumbers and posts purchase order data into general ledger; generates reports and balances with general ledger postings; mails/faxes purchase orders to vendors; distributes copies and maintains files.
- Maintains files/records of purchase orders, inventory records, and other purchasing activities; maintains backup documentation; maintains emergency and sole-source purchase order files; follows-up on orders; resolves disputes.
- Solicits quotations from appropriate vendors by telephone or fax for informal bidding process; evaluates quotations, makes recommendations of lowest responsive/responsible bidder, and makes award.
- Provides administrative support to buyers; attends and assists buyers with public bid openings and mandatory pre-bid conferences; records bids on bid tabulation sheets as results are read aloud by buyer; receives, date-stamps, and logs sealed bid packets.
- Maintains/updates lists of vendors by commodity/service; maintains/updates list of bidders and mails bidding applications; receives completed bidding applications and adds to official list of bidders.
- Receives, prepares or completes various forms, reports, correspondence, logs, purchase requests, purchase orders, requests for proposals, invitations for bids, sealed bids, bidders' applications, proposal packets, state/local contracts, purchasing records, product information, catalogs, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Monitors inventory of office supplies, purchase order forms, or other materials for the department; assists in creating or modifying department forms; initiates orders for new/replacement items; receives and restocks incoming orders; processes invoices for payment.
- Receives and processes incoming and outgoing mail.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of purchasing procedures, methods and practices; general knowledge of standard office procedures, practices and equipment; some knowledge of business English, spelling and punctuation; some knowledge of accounting principles; ability to maintain financial records and to prepare reports and statements; ability to make arithmetical computations quickly and accurately; ability to operate a variety of office and data processing equipment; ability to establish and maintain effective working relationships with vendors, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some office assistance experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.